

CHBS Leadership Team Meeting
Wednesday, October 7, 2015

Attendees: Kate Hawkins, Steve Owen, Paul Witkowsky, Jeff Aspelmeier, Carter Turner, Paul Thomas, Matthew Turner, Paige Tan, Beth Lyman, Sharon Roger Hepburn, Rosemary Guruswamy, Kerie Benson. Stacey Griffin served as recorder for the group.

Absent: Tod Burke

Call to order at 2:00pm

Guest Laura Noll provided an overview of chair/school director responsibilities related to research compliance. Including:

- Export/foreign travel policy
- IRB
- Importance of using fresh protocol forms and templates from the Research Compliance Office website.

Correction to attendee name list for Dr. Steve Owen, minutes from September 23, 2015 approved as corrected.

Reports:

- Dean Kate Hawkins
 - Research award monies are in the financial approval process. Faculty should be receiving notification early next week.
 - Faculty salary raise discussion.
 - Call for new initiatives has been received, administrative support will be included.
 - Next year searches (those starting in Fall 2016) discussion will start take place next week.
 - Task force on continuing education, need a representative from Psychology.
 - Student sexual misconduct policy has been updated, Brooke Chang will be coming to a future Leadership Team Meeting to discuss.
 - Oct 20th BOV representatives will be meeting with the Council of Chairs.
- Administrative Assistant Stacey Griffin
 - English has a new Admin Assistant, Holly King formerly from Foreign Languages and Literatures (FORL). The search for a new admin will move forward immediately. It has been agreed that FORL and Philosophy and Religious Studies are going to share this new position/person.
 - Reminder that Reappointment of 2nd year Tenure track and Special Purpose are due to the Dean on Wednesday, October 21st 2015.
- Assistant to the Dean Kerie Benson
 - Dr. Burke sent a reminder that the Ambassadors have been selected and completed training, they have been instructed to contact their Department Chair/School Director.

- Graduate Student Awards luncheon date set for Friday, April 22nd.
- Reminder to sent any Department/School events to Kerie so that it can be used to update our social media.
- Homecoming weekend reminder:
 - Receptions with CHBS Alumni will take place on Friday, Oct 16th from 5-6 in Heth 14.
 - Alumni village runs from 2-5 on Saturday, Oct 17th. The tents can be decorated at 1pm so they can participate in the Spirit competition.
- Building update:
 - Need to have faculty offices packed before they leave for the summer.
 - November 4th Mike Biscotte from Facilities will be meeting with the Leadership Team.
 - Deans Conference Room table is currently in the design process.
 - Preference for White Boards in the classroom spaces.

Old Business:

- Reallocations in CHBS operating budget are taking place.
- Presidential Search Committee CHBS Representative will be Dr. Paul Thomas

New Business:

- Adjunct evaluations have been completed.

Meeting adjourn at 4:03pm